

ONLINE RENEWAL INSTRUCTIONS

Please read these instructions in their **entirety** before you begin the online renewal process.

On November 1, 2006, the Board began offering online license renewal. While this system will greatly facilitate the renewal process, a few items require explanation.

- ☑ Licensees who wish to renew via paper renewal through the U.S. Mail must contact the Board office to request the paper renewal. **Mail time usually takes 7-10 days to receive the paper renewal form.**
- ☑ License status changes are no longer available as part of the renewal application. If you desire to change your license status, you must submit the appropriate Affidavit form available on the board's website.
- ☑ Licensees interested in online renewal may log into the system after reading these instructions; Click the link at the bottom of the page when you are ready to begin.
- ☑ After selecting "Accountancy Board" from the drop down menu, licensees may **log in by selecting their profession (CPA, Firm, or Public Accountant) and entering their license number (without the beginning zeros) and 5-digit mailing address zip code.** Licensees may update their address information but may not make changes to other basic information.
- ☑ After verifying and confirming basic information, **all licensees will receive a message telling them that they are not eligible to complete their license renewal online because **staff processing is required**.** This message appears because the renewal is considered pending until reviewed by office staff. **Simply ignore this message and click "Continue" to proceed with the renewal questions and payment.**
- ☑ After responding to the renewal questions, licensees may make payment using either a credit or debit card. A convenience fee including a \$2.00 transaction fee plus up to a 2% credit/check card fee will be added to your renewal fee(s).
- ☑ Licensees will then see a **payment confirmation screen again telling them that there is a deficiency and that **staff processing is required**.** Again, simply ignore this message; click "Print" to proceed and print a confirmation receipt or click "Exit". This message does not mean that the license will not be renewed. If all requirements have been met, Board staff will approve and issue the license. Licensees will be notified in writing if any outstanding deficiencies need to be addressed. Please note that licensees cannot practice or offer to practice their profession in Tennessee (or use the title "CPA" "PA") on an expired license. Licensees renewing after the expiration date will also see the following message "Deficiency: Review, Enter, and Verify Basic: Rank, status / Trans. mismatch." **Please ignore this message.**
- ☑ For additional assistance during the online renewal process or to locate the required forms to submit firm ownership and employee information, click on the "Help and FAQs" link at the bottom of the web page.
- ☑ **Sole practitioners who do not have any employees, additional owners or other state licensees to report may send an e-mail to acct.info@state.tn.us in lieu of sending the reporting forms. Include the firm name and firm permit number in the e-mail and state that the firm has no other owners, employees or other state licenses to report.**
- ☑ Please do not mail the renewal form or payment confirmation after renewing online.
- ☑ Please note that **CPE reporting forms are no longer required.**
- ☑ Click www.tnanytime.org/cirens to begin the online renewal.

It is anticipated that this system will be replaced by an updated version at some point in 2007.